Student IT Account Life-cycle

Version 18

Published 7/4/2023 by Nadine Chautilal Last updated 6/16/2026 8:27 PM by Nadine Chautilal

---

Overview

A Seneca Polytechnic account, which includes access to email, OneDrive and other Seneca-licensed software and services, is created when a prospective student applies for a full-or part-time program. The account's life cycle depends on the student's enrolment and graduation, among other things. The information below details the retention and deprovisioning process.

Role	Definition	Retention
Current students	Students who are currently enrolled in a full-and/or part-time program or course	• full access to all Seneca services and software as applicable
Applicant and student withdrawals	Prospective students who • applied for a full- or part-time program in Seneca but did not accept the offer or enrol in a term • withdrew within 10 days of the term starting • have not applied for a future program	• account including OneDrive and Office 365 (O365) mailbox will be deleted 30 days after the beginning of the applicable term
Alumni: less than one year	• students who have successfully graduated from either a Seneca full- or part-time program	Immediately after their last attended term, • access will be restricted to the Seneca Works career portal only • O365 licence will be downgraded to web access only • access will be restricted to library services only • OneDrive and Office 365 (O365) mailbox will be deleted one term after the last attended term • they will not have access to any Seneca-licensed software/services • account will be deleted after three terms (one year)
Students who did not graduate	• students who did not graduate and have not registered for a future term	• access is the same as current students • account will be deleted after two terms, including OneDrive and O365 mailbox

Part-time students: single course completed	• students who completed one part-time course and have not registered for any additional courses	Immediately after their last attended term, • O365 license will be downgraded to web access only • they will not have access to any Seneca-licensed software/services